

#### Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thu, Mar 18, 2021 at 7:47 AM

## **Staffing Projections**

Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

To: Jonah Wainwright (b) (6)
Co: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Good morning Jonah,

Thank you so much. I will get this to HR and payroll.

Best, Kaitlyn

### Kaitlyn Schneider

Presidential Transition Support Team U.S. General Services Administration

On Thu, Mar 18, 2021 at 9:39 AM Jonah Wainwright (b) (6) wrote: Good morning,

Attached is the requested letter. Please let me know if more information is needed.

Thanks,

Jonah Wainwright

On Wed, Mar 17, 2021 at 3:07 PM Kaitlyn Schneider - QMDDD <a href="mailto:kaitlyn.schneider@gsa.gov">QMDDD <a href="mailto:kaitlyn.schneider@gsa.gov">kaitlyn.schneider@gsa.gov</a> wrote: Jonah,

No problem! Can you please send this in a formal letter request with the names, salaries, and effective date (pay period starting 3/14)?

Thank you, Kaitlyn

#### **Kaitlyn Schneider**

Presidential Transition Support Team U.S. General Services Administration

w: **(b) (6)** 

On Wed, Mar 17, 2021 at 2:03 PM Jonah Wainwright (b) (6)

Thanks for running this again! We would like to implement the changes for this pay period. Please let me know what is required to get this started.

Thanks,

Jonah Wainwright

On Tue, Mar 16, 2021 at 12:41 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote: Good afternoon Jonah,

Attached is the revised document.

You were correct - I removed Kara from the original projection with no salary changes but then when I went back in with your increases, I forgot to re-remove her. I apologize for the error.

I added all my calculation notes to the bottom so you can see what I did and am also sending over to payroll to check if my estimates, especially around benefits, are correct.

If my estimates and calculations are correct - your budget should support raising the salaries for this current pay period.

Feel free to give me a call if you have any questions.

Thank you, Kaitlyn

#### Kaitlyn Schneider

Presidential Transition Support Team U.S. General Services Administration



On Mon, Mar 15, 2021 at 3:13 PM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote: Jonah,

That works for us. Sending an invite now.

Best, Kaitlyn

#### Kaitlyn Schneider

Presidential Transition Support Team U.S. General Services Administration



On Mon, Mar 15, 2021 at 3:01 PM Jonah Wainwright (b) (6) wrote: How does tomorrow at 10am eastern work for you?

On Mon, Mar 15, 2021 at 3:48 PM Kaitlyn Schneider - QMDDD <a href="mailto-skaitlyn.schneider@gsa.gov">QMDDD <a href="mailto-skaitlyn.schneider@gsa.gov">QMDD <a href="mailto-skaitlyn.schneider@gsa.gov">QMDD <a href="mailto-skaitlyn.schneider@gsa.gov">QMDD <a href="mailto-skaitlyn.schneider@gsa.gov">QMD <a href="mail Good afternoon Jonah,

We are free the rest of the day. What time would work for you?

Thank you, Kaitlyn

#### Kaitlyn Schneider

Presidential Transition Support Team U.S. General Services Administration

w: (b) (6)

On Mon, Mar 15, 2021 at 2:35 PM Jonah Wainwright (b) (6) wrote: Kaitlyn,

Thanks for passing along. Is there a time that we can get together on a call to discuss?

Thanks, Jonah

On Mon, Mar 15, 2021 at 10:27 AM Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov> wrote: Good morning Jonah,

Attached is a staffing projection with the \$10,000 salary increase for 6 employees.

According to my estimate, you will have to wait until the pay period beginning May 23 in order to achieve a positive budget. This would leave \$5,725.61 in the budget.

Please note that salaries can only be changed at the beginning of a pay period. Also, this is just an estimate based on previous payroll data so we recommend leaving some wiggle room in the budget.
Thank you, Kaitlyn
Kaitlyn Schneider
Presidential Transition Support Team
U.S. General Services Administration
w (h) (6)

## 3/18/2021

## To Whom It May Concern

The Former Vice President Outgoing Transition Team requests that GSA increase the annual salaries of the employees listed below to the corresponding salary listed beginning in the current pay period (3/14-3/30).

As a designee of the Outgoing Vice President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, I approve this documentation of salaries for which the employees below should be paid.



Devin O'Malley: \$70,000

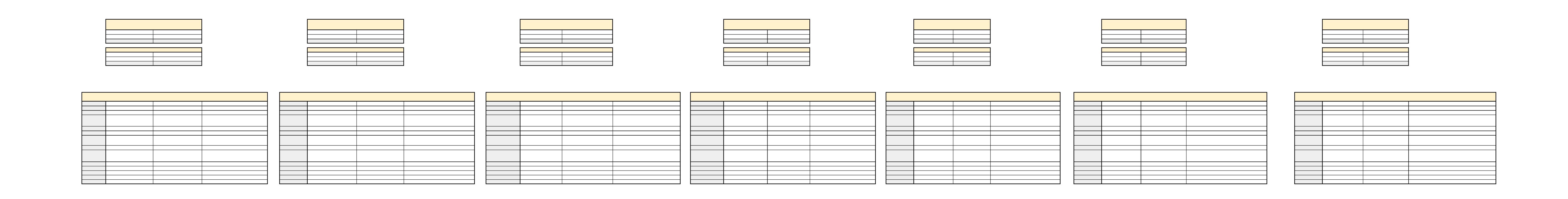
(b) (6) \$70,000

Jonah Wainwright: \$70,000



Office Manager

Office of the Former Vice President



	Summary
Total Allocation	\$520,000.00
Spent	\$504,740.33
Remaining	\$15,259.67

Spend Estimate Summary by Category				
IT \$14,449.68				
HR	\$384,932.06			
Rent	\$70,972.02			
Furniture	\$19,094.28			
Office Supplies	\$15,111.03			
Mail	\$181.26			
Other	\$0.00			

Category	Description	Purchase Type	Status	Quote/Total	Notes
HR	Salaries	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
HR	Benefits	Other	Estimated	\$(b) (5) 0	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
Rent	6 months rent estimate	Contract	Estimated	\$(b) (5)	
Office Supplies	Autopen	Purchase Card	Spent	\$1,106.11	Half of the 6 mo rent, 3 signatures, expedited processing, delivery
Furniture	Move from 20 Mass to OPY	Contract	Spent	\$9,094.28	
IT	Comcast service for 6 mo	Purchase Card	Spent	\$1,155.17	
IT	Move of multifunction printer	Purchase Card	Spent	\$283.50	
IT	Cabling	Contract	Spent	\$4,647.76	
IT	Phone service for 6 mo for 3 phones	Contract	Spent	\$809.82	
Furniture	Move furniture to Franconia to be excessed (close down)	Contract	Estimated	\$(b) (5)	·
Mail	Stamps.com monthly fee	Purchase Card	Spent	\$181.26	\$(b) (4)
IT	UPS (for cabling in VA)	Purchase Card	Spent	\$795.97	Total \$1,591.95 split 50/50
IT	Pull cabling in VA (close down)		Estimated	\$ <mark>(b) (5)</mark>	
IT	MailChimp Account	Purchase Card	Spent	\$89.84	
Office Supplies	Stationery	Contract	Estimated	\$(b) (5)	
IT	3 Amazon Firesticks	Purchase Card	Spent	\$113.97	
IT	Sling	Reimbursement	Estimated	\$	(b) (5)
IT	NET100 - Cabline/Wiring Service for Phones		Spent	\$1,598.98	
IT	Cables for phones	Purchase Card	Spent	\$21.92	
IT	Phones	Purchase Card	Spent	\$119.98	

HR SPENT Summary				
Salaries	\$60,751.04			
Benefits	\$26,525.09			
TOTAL HR SPENT	\$87,276.13			

	HR Costs SPENT						
Pay Period	Salaries	Benefits	Notes				
1/17 - 1/30	\$17,357.44	\$8,029.98	Started 1/20				
1/31 - 2/13	\$21,696.80	\$9,250.40					
2/14 - 2/27	\$21,696.80	\$9,244.71					
2/28 - 3/13			2 new staff join on 3/1 (full pay period) 1 staff offboard on 3/5 (1 week of pay)				
3/14 - 3/27							
3/28 - 4/10							
4/11 - 4/24							
4/25 - 5/8							
5/9 - 5/22							
5/23 - 6/5							
6/6 - 6/19							
6/20 - 7/3							
7/4 - 7/17							
7/17 - 7/31							

# Salary and Beneftis Cost Estimating File

EOP Data Entry					GSA Calculated Fields				
Employee (Count)	Note Field (Optional, could add in a name, a title, initials, etc)	Annual Salary (Max of \$172,500)	Current Federal Employee Moving Immediately to Outgoing Office? (Y/N)	Estimated Start Date May not be before: 12/21/2020	Estimated End Date May not be after: 7/21/2021	Estimated Salary Cost for Outgoing Period		Estimated Benefits Costs (35%)	Total Salary ar Benefits Cos
1	Brooks, Kara D.	\$85,000.00		1/20/2021	3/7/2021			\$ 3,749.32	\$ 14,461.6
2	(b) (6)	\$60,000.00		1/20/2021	7/21/2021		Υ	\$ 10,471.23	\$ 40,389.0
3	Jacob, Gregory F.	\$25,500.00		1/20/2021	7/21/2021		Υ	\$ 4,450.27	\$ 17,165.3
4	(b) (6)	\$60,000.00		1/20/2021	7/21/2021		Υ	\$ 10,471.23	\$ 40,389.0
5	(b) (6)	\$60,000.00	Υ	1/20/2021	7/21/2021	\$ 29,917.81	Υ	\$ 10,471.23	\$ 40,389.0
6	Miller, Katie R.	\$70,000.00	Υ	1/20/2021	7/21/2021	\$ 34,904.11	Υ	\$ 12,216.44	\$ 47,120.5
7	Short, Marc T.	\$25,500.00	Υ	1/20/2021	7/21/2021	\$ 12,715.07	Υ	\$ 4,450.27	\$ 17,165.3
8	Teller, Paul S.	\$120,000.00	Υ	1/20/2021	7/21/2021	\$ 59,835.62	Υ	\$ 20,942.47	\$ 80,778.0
	Wainwright, Jonah T.	\$60,000.00	Υ	1/20/2021	7/21/2021	The second secon	Υ	\$ 10,471.23	\$ 40,389.
10	Devin O'Malley	\$60,000.00	N	3/1/2021	7/21/2021		N	\$ -	\$ 23,342.
11		\$60,000.00	N	3/1/2021	7/21/2021	\$ 23,342.47	N	\$ -	\$ 23,342.4
12						\$ -	N	\$ -	\$ -
13						\$ -	N	\$ -	\$ -
14				11		\$ -	N	\$ -	\$ -
15						\$ -	N	\$ -	\$ -
16			(-	11		\$ -	N	\$ -	\$ -
17	A CONTRACTOR OF THE CONTRACTOR	<i>t</i>				\$ -	N	\$ -	\$ -
18						\$ -	N	\$ -	\$ -
19						\$ -	N	\$ -	\$ -
20					Total	\$ 297,238.36	N	\$ 87,693.70	\$ 384,932.0

HR Projection Summary - SALARIES NO CHANGE				
Salaries	\$255,708.40			
Benefits	\$94,365.85			
TOTAL HR	\$350,074.25			

ORIGINAL HR BUDGET ESTIMATE		
Salaries	\$297,238.36	
Benefits	\$87,693.70	
TOTAL HR	\$384.932.06	

ESTIMATED BUDGET LEFT

\$50,335.75

Pay Period	HR Costs - Pro Salaries	jection SALARIES NO CH Benefits	HANGE Blue font is SPENT Notes
1/17 - 1/30	\$17,357.44	\$8,029.98	Started 1/20
1/31 - 2/13	\$21,696.80	\$9,250.40	
2/14 - 2/27	\$21,696.80	\$9,244.71	
2/28 - 3/13	\$24,667.60	\$9,019.84	2 new staff join on 3/1 (full pay period) 1 staff offboard on 3/5 (1 week of pay)
3/14 - 3/27	\$23,038.40	\$8,443.03	
3/28 - 4/10	\$23,038.40	\$8,443.03	
4/11 - 4/24	\$20,355.20	\$7,148.42	Katie Miller no longer on payroll (Offboard April 10)
4/25 - 5/8	\$20,355.20	\$7,148.42	
5/9 - 5/22	\$15,755.20	\$5,214.72	Paul Teller no longer on payroll (Offboard May 8)
5/23 - 6/5	\$15,755.20	\$5,214.72	
6/6 - 6/19	\$15,755.20	\$5,214.72	
6/20 - 7/3	\$15,755.20	\$5,214.72	
7/4 - 7/17	\$15,755.20	\$5,214.72	
7/17 - 7/31	\$4,726.56	\$1,564.42	Only 3 days of pay

Ca	cu	lat	ion	N	otes

Kara offboarded mid pay period. I took her normal base pay and benefits and divided by 2 For pay period starting 3/14 her 1/2 salary of \$1,629.20 and 1/2 benefits of 576.81 were subtracted.

For pay period starting 4/11 Katie's salary of 2,683.20 and benefits of \$1,294.61 were subtracted.

For pay period starting 5/9 Paul's salary of \$4,600 and benefits of \$1,933.70 were subtracted.

There are only 3 days in pay period starting 7/17 if calculating including pay on 7/21. Totals/10 x3

HR Projection Summary - SALARIES CHANGE STARTING 3/14/21			
Salaries	\$277,090.96		
Benefits	\$98,041.58		
TOTAL HR	\$375,132,54		

ORIGINAL HR BUDGET ESTIMATE		
Salaries	\$297,238.36	
Benefits	\$87,693.70	
TOTAL HR	\$384,932.06	

ESTIMATED BUDGET LEFT \$25,277.46

Pay Period	HR Costs - Projection - Salaries	Benefits	ARTING 3/14/21 Blue font is SPENT Notes	
1/17 - 1/30	\$17,357.44	\$8,029.98	Started 1/20	
1/31 - 2/13	\$21,696.80	\$9,250.40		
2/14 - 2/27	\$21,696.80	\$9,244.71		
2/28 - 3/13	\$24,667.60	\$9,019.84	2 new staff join on 3/1 (full pay period) 1 staff offboard on 3/5 (1 week of pay)	
3/14 - 3/27	\$25,337.60	\$8,838.27		
3/28 - 4/10	\$25,337.60	\$8,838.27		
4/11 - 4/24	\$22,654.40	\$7,543.66	Katie Miller no longer on payroll (Offboard April 10)	
4/25 - 5/8	\$22,654.40	\$7,543.66		
5/9 - 5/22	\$18,054.40	\$5,609.96	Paul Teller no longer on payroll (Offboard Ma 8)	
5/23 - 6/5	\$18,054.40	\$5,609.96		
6/6 - 6/19	\$18,054.40	\$5,609.96		
6/20 - 7/3	\$18,054.40	\$5,609.96		
7/4 - 7/17	\$18,054.40	\$5,609.96		
7/17 - 7/31	\$5,416.32	\$1,682.99	Only 3 days of pay	

**Calculation Notes:** 

For pay period starting 3/14 - Kara's 1/2 salary of \$1,629.20 and 1/2 benefits of \$576.81 were subtracted. Each of the 6 peopple getting the salary increase should have their salary increase by \$383.20 (\$2,299.20 increase)

Salary net increase of \$670 this pay period.

For the 6 people getting salary increases, I estimated the overall benefit increase of \$395.24 (estimated based on individual % contributed to TSP, etc.) Benefit net decrease of \$181.57

For pay period starting 4/11 Katie's salary of 2,683.20 and benefits of \$1,294.61 were subtracted.

For pay period starting 5/9 Paul's salary of \$4,600 and benefits of \$1,933.70 were subtracted.

There are only 3 days in pay period starting 7/17 if calculating including pay on 7/21. Totals/10 x3

	Summary
Total Allocation	\$520,000.00
Spent	\$494,568.02
Remaining	\$25,431.98

Spend Estimate Summary by Category			
IT	\$14,231.41		
HR	\$374,978.02		
Rent	\$70,972.02		
Furniture	\$19,094.28		
Office Supplies	\$15,111.03		
Mail	\$181.26		
Other	\$0.00		

Category	Description	Purchase Type	Status	Quote/Total	Notes
HR	Salaries	Other	Estimated	\$ <mark>(b) (5)</mark>	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
HR	Benefits	Other	Estimated	\$(b) (5)	SEE HR SPENT TABLE FOR SPEND-TO-DATE TOTALS
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Office Supplies	Autopen	Purchase Card	Spent	\$1,106.11	Half of the 6 mo rent, 3 signatures, expedited processing, delivery
Furniture	Move from 20 Mass to OPY	Contract	Spent	\$9,094.28	
IT	Comcast service for 6 mo	Purchase Card	Spent	\$1,155.17	,
IT	Move of multifunction printer	Purchase Card	Spent	\$283.50	
IT	Cabling	Contract	Spent	\$4,647.76	3
IT	Phone service for 6 mo for 3 phones	Contract	Spent	\$809.82	\$ <mark>(b) (4)</mark> /phone per month
Furniture	Move furniture to Franconia to be excessed (close down)	Contract	Estimated	\$(b) (5)	
Mail	Stamps.com monthly fee	Purchase Card	Spent	\$181.26	\$(b) (4)
IT	UPS (for cabling in VA)	Purchase Card	Spent	\$795.97	Total \$1,591.95 split 50/50
IT	Pull cabling in VA (close down)		Estimated	\$(b) (5)	
IT	MailChimp Account	Purchase Card	Spent	\$89.84	
Office Supplies	Stationery	Contract	Estimated	\$(b) (5)	
IT	3 Amazon Firesticks	Purchase Card	Spent	\$113.97	,
IT	Sling	Reimbursement	Estimated	\$	(b) (5)
IT	NET100 - Cabling/Wiring Service for Phones		Spent	\$1,380.71	
IT	Cables for phones	Purchase Card	Spent	\$21.92	
IT	Phones	Purchase Card	Spent	\$119.98	
IT	COMCAST				

HR SPENT Summary				
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4/11 - 4/24						
4/25 - 5/8						
5/9 - 5/22						
5/23 - 6/5						
6/6 - 6/19						
6/20 - 7/3						
7/4 - 7/17						
7/17 - 7/31						